



Stanly County Health Department

1000 North First Street, Suite 3

Albemarle, NC 28001

(704) 982-9171

Fax (704) 982-8354

5/22/13

Dennis R. Joyner, MPH
Director

POSITION ANNOUNCEMENT

Position Classification: Dental Assistant

Agency: Stanly County Health Department

Salary Range: (Grade 61) \$24,668- \$37,000 Yearly

Closing Date For Receipt Of Application: Open until filled

Description of Duties AND Preferred Qualifications

DENTAL ASSISTANT: Will provide technical assistance to the dentist, patient care duties, and other procedures using established protocols and office routine. Chairside and nonchairside duties will include inventories, stocking supplies and equipment, cleaning and sterilizing instruments, keeping instruments and equipment in operable condition, prepare and arrange instrument trays, explain dental procedures and provide support to patients. Will take routine x-rays, process and mount films, instruct patients, family, and/or health care staff in basic oral hygiene; may maintain records, answer phone, make appointments, process records, billing or correspondence, and other duties as assigned.

Requires graduation from an approved dental assistant course; or graduation from high school and one year of on-the-job training as a dental assistant and x-ray training; or an equivalent combination of education and experience.

Special Requirements: X-ray Certification
North Carolina Driver's License.
Own transportation.
Pre-Employment Drug Screening

Submit State Application To: Employment Security Commission
2215 US 52 North
Albemarle, NC 28001

"An Equal Opportunity Employer"